



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P.O. BOX 119
HONOLULU, HAWAII 96810-0119

February 16, 2007

TO: Financial Officers

FROM: Wayne M. Horie, Accounting Division Administrator

SUBJECT: Employer's Share of Contribution Sheet, SAFORM D-71

A handwritten signature in black ink, appearing to read "Wayne M. Horie", with a stylized flourish at the end.

This memorandum is an amendment to my January 27, 2006 memorandum regarding the revision of the Employer's Share of Contribution Adjustment Sheet, SAFORM D-71. Previously we informed departments that the SAFORM D-71 was revised on January 1, 2006. We have been informed, however, that the forms sold by the price list vendors were all printed with an incorrect revised date of September 1, 2005. Therefore, since there are no forms with the revised date of January 1, 2006, we have decided to change the revised date to September 1, 2005.

This memorandum is also to inform departments that our Systems Accounting Branch has developed an electronic version of the revised SAFORM D-71 (PDF) that can be filled-out using a computer and printed using a standard laser printer. The electronic SAFORM D-71 is available at "Forms Central" on the State's web site (<http://hawaii.gov/forms>). Click on "View Internal Forms in the Database" and select "saform d-71 (09-01-05).pdf." The only requirement for using the electronic SAFORM D-71 is that it must be printed on green paper (20#, 8-1/2" x 11" bond paper).

To get an idea of the usage of this form, please email Kurt Muraoka at kurt.i.muraoka@hawaii.gov by March 1, 2007 with an estimate of the number of SAFORM D-71's your department uses in a year.

To further assist departments with this form, please contact Kurt Muraoka at 586-0610:

1. If your department does not have the required green paper and would like to discuss alternatives on how your department may be able to obtain smaller quantities of the paper.
2. If your department would like to receive some of the remaining carbonized SAFORM D-71's that our Systems Accounting Branch has on hand.
3. If you or your staff have any questions regarding this memorandum.